

Attachment A

512.100 Limited Resources Farmer or Rancher Administrative Review Letter

[Date]

[Name and address of participant]

Dear [participant name]:

According to our records, you certified that you are a limited-resource farmer or rancher on your [insert contract year] [insert program name (program abbrev.)] application for the subject contract. This status made you eligible for advance payments or higher payment rates.

Your certification has been randomly selected for review. In order to verify your status, we are asking that you provide documentation that will confirm your eligibility as a limited-resource farmer or rancher. Please provide copies of Internal Revenue Service Form 1040 for each of the past 2 years [specify years: LRF is based on the last 2 full calendar years before start of the contract fiscal/program year] that shows gross farm sales were less than or equal to [enter current year indexed value from the self-determination tool] per year and adjusted gross income was less than [enter your county value from the self-determination tool]. For applications filed by an entity, this information is required for every member of the entity.

Failure to provide the requested information will result in the loss of your eligibility in [program abbrev.] as a limited-resource producer. If the information you provide fails to support your eligibility, I will notify the State Conservationist, who will take appropriate action.

Please provide the requested information within 30 calendar days of the date of this letter, but no later than [insert date due]. This is simply a request for you to provide the required information and is not an adverse decision. If necessary, you will be notified of an ineligibility determination and given appeal rights if an adverse decision results from your failure to provide the needed documentation.

Thank you for your assistance in this matter. If you have any questions, please let me know.

Respectfully,

[Enter DC name]

District Conservationist